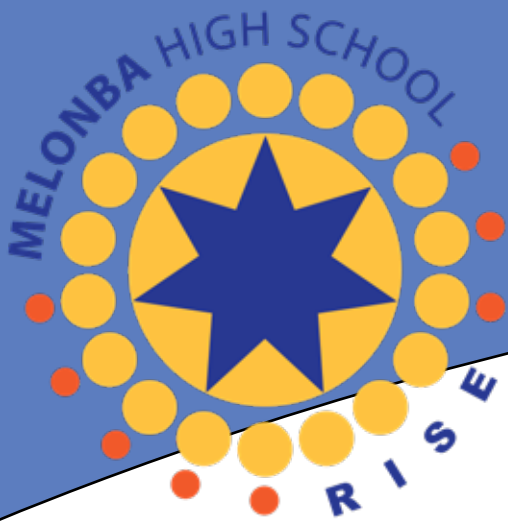


MELONBA HIGH SCHOOL

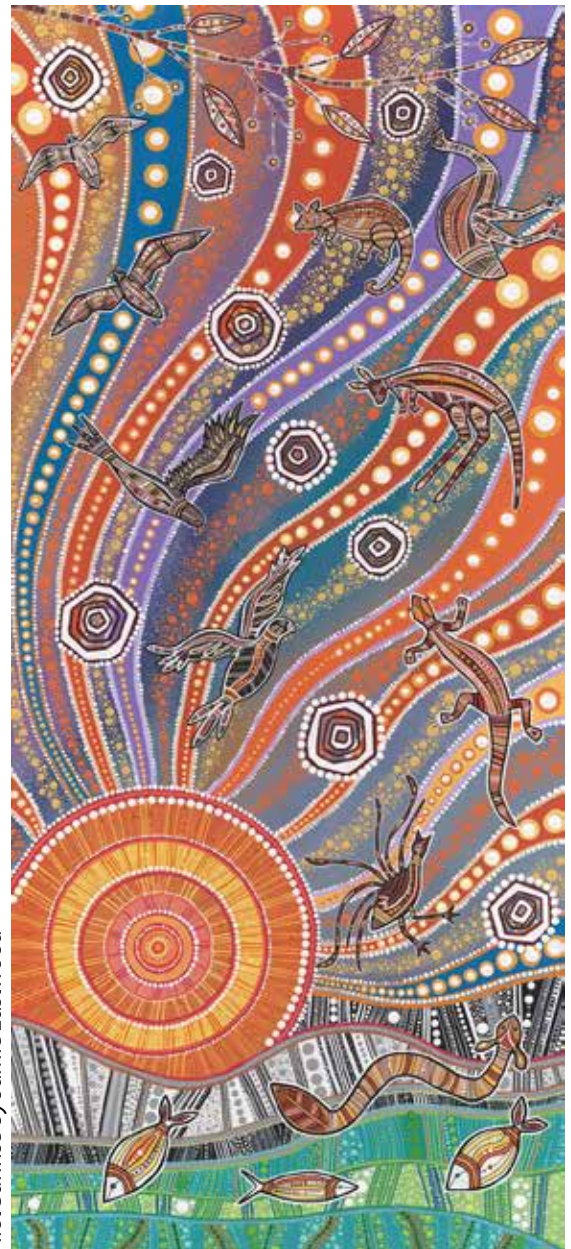
2026 PROSPECTUS





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First Sunrise by Jamie Eastwood



Our Principal

It is my great honour to be the foundation Principal of Melonba High School. We may be a young school but we have quickly established high expectations in a supportive environment so that students can reach their potential.

Our permanent school is a visually stunning, beautifully designed school, full of future-focused learning and social spaces. The rich way in which First Nations culture is embedded in all aspects of our school is groundbreaking as we show our respect for the Dharug people as the traditional custodians and knowledge keepers. We need to keep in mind that great schools are not just about modern buildings but also about the people that work and learn within those buildings.

We have a highly skilled and talented staff who are excited to be working with the children of this community. Our staff embrace the opportunity to deliver exceptional outcomes to all students. They nurture students to be thoughtful, respectful and motivated young adults, and who are fully supported in this endeavour by their parents and carers. We have established strong foundations as a great school built on high expectations and mutually respectful relationships that position us at the heart of a new and growing community.

We welcome all within our community to join our school with world leading facilities and exceptional staff. You can be assured that we will equal or better the performance of any other school in our community without the need to pay for the large fees of others.

Leon Weatherstone - Principal



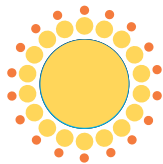


Our culture and identity

Our logo

Our logo signals the importance of indigenous heritage and connection to the environment. Visual elements consist of: wattle, water, our people, and the star.

The wattle is included because it is after an Indigenous wattle (Melonba) that the suburb is named.



The outer extremities of the wattle also symbolise our people, and most particularly our students, who gather around the central hub (our school) to be partners in learning.



The blue of the star references the importance of the Hawkesbury/ Nepean riverways to the Dharug people.



The central star combines indigenous and western symbolism and reflects the aspirations for the school and students to reach for the stars while referencing the celestial knowledge of the Dharug people.



The colour palette of our logo being yellow, orange/ ochre and blue is inspired by Dharug country and also in western graphic design symbolises optimism (yellow), confidence (orange), and trust/ dependability (blue).

Our motto

Elegantly simple but deep in meaning, our motto, RISE, encapsulates our optimism for the future as we rise to the occasion, rise to meet and exceed the challenge and rise each day for the opportunities ahead.

Viewed as an acronym, our motto focuses us on core values through which we can learn and live.

- R** *respect*
resilience
- I** *integrity*
inclusion
- S** *success*
service
- E** *excellence*
empathy



Our people

We have a highly dedicated and talented staff that have been brought together. All have an enthusiasm for creating the best possible learning for students. Each of them brings a wealth of knowledge and experience. We will work with staff, students and the community to make a school of which we can all be proud.



PRINCIPAL

MR LEON WEATHERSTONE



DEPUTY PRINCIPAL

MR JOHN BRADY



HEAD TEACHER ENGLISH

MRS KATE TELFER



HEAD TEACHER ADMINISTRATION

MR DANIEL GARDNER



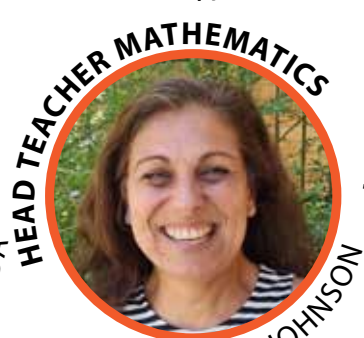
DEPUTY PRINCIPAL

MRS ANNE VIOLI



HEAD TEACHER SCIENCE

MRS MELODIE FRIDA



HEAD TEACHER MATHEMATICS

MS JODI JOHNSON



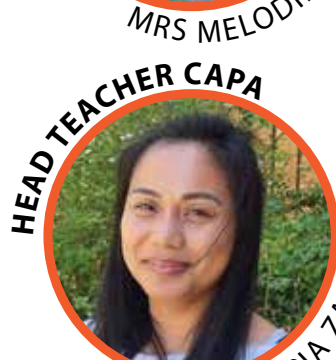
HEAD TEACHER HSIE

MRS MAGGIE HANUS



HEAD TEACHER PDHPE

MR JOSHUA CUTTING



HEAD TEACHER CAPA

MISS VICTORIA ZAW



HEAD TEACHER WELFARE

MRS MEGAN ROCK



HEAD TEACHER TAS

MRS CATHERINE FOSTER



BUSINESS MANAGER

MRS DIANE BIRD



Our bell times

Our school is structured with a 10 minute roll call /check in session at the beginning of each day and then five periods (approx. one hour) with a 30 minute break for recess and a 30 minute break for lunch.

Tuesdays vary from this with a 30 minute assembly session after the roll call/check in, then four periods (approx. one hour) with a 30 minute break for recess and a 30 minute break for lunch.

PERIOD	MON - WED - THURS- FRI
ROLL/CHECK IN	8.40 - 8.50am
PERIOD 1	8.54 - 9.50am
PERIOD 2	9.54 - 10.50am
LUNCH 1	10.50 - 11.20am
PERIOD 3	11.20am - 12.20pm
PERIOD 4	12.24 - 1.20pm
LUNCH 2	1.20 - 1.50pm
PERIOD 5	1.50 - 2.50pm
END OF DAY	2.50pm

PERIOD	TUESDAY
ROLL/CHECK IN	8.40 - 8.50am
ASSEMBLY/PERIOD 1	8.54 - 9.20am
PERIOD 2	9.24 - 10.20am
LUNCH 1	10.20 - 10.50am
PERIOD 3	10.50 - 11.50am
PERIOD 4	11.54am - 12.50pm
LUNCH 2	12.50 - 1.20pm
PERIOD 5	1.20 - 2.20pm
END OF DAY	2.20pm

Our BYOD

We expect students to bring a laptop device to school every day to assist them with their learning. Our school website provides guidance in relation to the laptop devices that parents may purchase through the following link:

<https://melonba.org/byod>

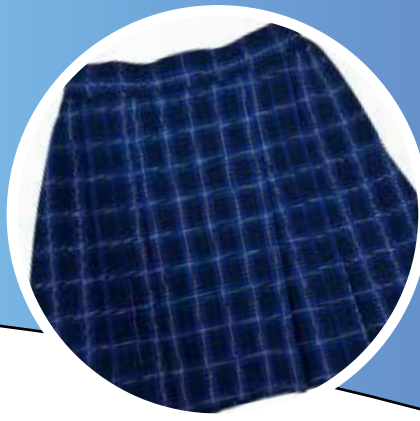
We have also formed a connection with JB HiFi to set up a purchase portal to help choose a laptop device. You may purchase direct from the JB HiFi portal or you may purchase from any supplier of your choice.

To log into the JB HiFi portal:

<https://melonba.org/byodportal>

Type in School Code: **melonbabyod26**





Our uniform

Incoming parents were responsible for important decisions on school colours and uniform prior to the school opening.

We have chosen a uniform that sets us apart from other schools in our area. We are proud of our uniform and the school has a strict code to encourage a sense of school pride and responsibility. Being in uniform shows that our students are ready to learn and it sets a positive tone for the day ahead.

Our school uniform is provided through our school's Community Support Group. Uniform can be purchased online and it will be available for pick up when advised. The school uniform shop is open on Tuesdays and Thursdays from 8.20 - 11.20am

Online ordering is through:

<http://melonba.org/shop>

Our full uniform policy can be found at:

<http://melonba.org/uniform>

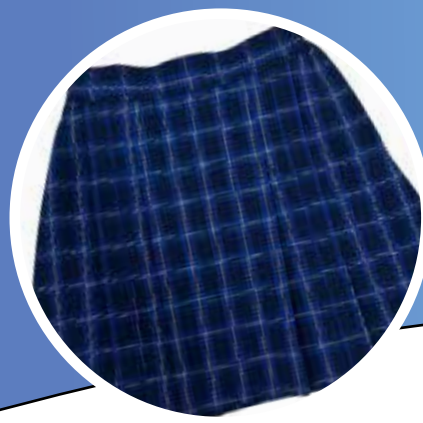
KEY FEATURES OF OUR UNIFORM	
GIRLS	BOYS
Blouse - Junior (Yr 7-9) Lemon with school logo - button up Senior (Yr 10-12) White with school logo - button up	Shirt - Junior (Yr 7-9) Lemon with school logo - button up Senior (Yr10-12) White with school logo - button up
Skirt - Tartan navy, yellow, royal blue - worn to the knee	Shorts - Navy, tailored with school logo
Shorts - Navy with school logo	Trousers - Navy, tailored with school logo
Slacks - Navy with school logo	

UNISEX UNIFORM ELEMENTS
School Bag - Navy with school logo
Shoes - Black hard leather with a heel (full instep cover, no court shoes, no joggers)
Socks - White, above the ankle
Soft Shell Jacket - with school logo, navy with orange trim
* Blazer - Navy with school logo - available early 2026)
* Tie
* Jumper - Burnt Orange with school logo
* Scarf - Navy with school logo (optional)

SPORTS UNIFORM
Polo Shirt - Navy with orange trim and school logo
Sports Shorts - Navy with school logo
Track pants - Navy with orange trim and school logo
Cap - Navy with school logo (compulsory for PDHPE & Sport)
Socks - White, above ankle.
Shoes - Athletic sneakers

* optional

purchase from external supplier



Our technology

From our very beginning, we are equipped with the very latest in technology with WiFi servicing all areas in the school and over 350 devices for student use where needed.

Technology is embedded throughout our learning and is used when it can best enhance the learning experience for our students.

Large interactive LED panels are installed in every classroom to enable an immersive learning experience to all students with access to the most up-to-date information and resources available.

We expect students to bring their own laptop device (BYOD) to school to assist them with their learning. Please note, mobile phones are not permitted to be used in our school at any time.



We have an online 'learning management system' called CANVAS to assist students 24/7 with their learning.

This system gives students access to resources and links posted by our teachers to help students research, complete quizzes, participate in moderated discussions and in some cases even submit assessments by the dates due.

Students can log into Canvas via the school website. Parents will also be given the opportunity to link to their child's account to monitor their learning.

The link to Canvas is:

<https://melonba.org/canvas>



Our rewards

Students will be recognised and rewarded based on the following categories:

Resilience/Respect

- Overcoming setbacks/struggles to engage in learning (within or external to the classroom)
- Outstanding or improvements in attendance
- Respectful interactions with staff/students; classroom or playground

Improvement

- Improvement in self
- Improvements in effort during class time
- Improvements in effort completing homework
- Improvements in attitude and/or engagement in the classroom environment.

Service

- Service to others in our school community
- Assisting teachers/non-teaching staff with tasks
- Assistance to other students – playground, during class
- Participation in school activities – SRC, peer support etc
- Representing the school in external activities linked to school – eg. Junior AECG, ANZAC ceremonies, environmental/political groups.

Excellence

- Excellence in our academic journey
- 1st/2nd/3rd place achievement in whole year group assessment task for each subject
- Entries in sports and external competitions, art competitions, music performances, RSL scholarships etc.

Students who achieve multiple awards in three or more of these categories every year may be eligible for a Year Adviser; a Deputy Principal or a Principal Award.



Our mobile phone policy

Students are not permitted to use their mobile phones or similar devices at all at school. All students are to have any mobile phones they have off and away by the time they enter the school grounds in the morning through to the time they leave the school grounds at the end of the day. Mobile phones are not to be seen or heard and confiscation will take place if this occurs. You can find our full mobile phone policy on our school website through the following link:

<http://melonba.org/phone>



Our students in leadership

We are committed to students being partners in decision making processes and having a voice in all aspects of school life. Our student leadership is in the form of Ambassadors chosen through application from the student body.

Student Ambassadors are appointed to the areas of:

- Social Justice and Cultural Activities
- Sport
- Entertainment
- Leadership
- Community

Student Ambassadors meet regularly to foster a welcoming and inclusive environment for all students to fully participate in the school and the community.





Our stationery needs

While students will be using their laptop computers for some work, paper based books and materials will also be required for their learning. These can be purchased individually at a supplier of your choice. If you require financial assistance to purchase these, please contact our school office.

Book packs are available directly from the school or through: <https://melonba.org/shop>

SUBJECT	ITEMS
GENERAL STATIONERY ITEMS	1 x 30cm plastic ruler 3 x black ballpoint pens 3 x red ballpoint pens 1 x ink & pencil eraser 3 x HB pencils 1 x 22g glue stick 1 x 12 pkt coloured pencils 1 x pair 6" scissors 1 x sharpener 1 x #10 stapler with staples 1 x pkt 100 28mm paper clips 1 x pencil case 2 x highlighters
ENGLISH	1 x A4 128 page exercise book with margins
MATHEMATICS	1 x Maths Geometry Set 2 x A4 96 page 5mm Grid Book 1 x Casio FX82AU Plus II Scientific Calculator
MUSIC	1 x A4 96 page music book <i>(manuscript pages in the centre)</i>
TECHNICAL & APPLIED STUDIES	1L Food Storage Container
VISUAL ARTS	1 x 2B pencil 1 x 4B pencil 1 x 120pg A4 Visual Arts Diary
LANGUAGES (YEAR 8 ONLY)	1 x A4 128 page binder book

Our contributions

To ensure we can offer quality learning resources to our students, we have put together a contribution schedule that does this while being mindful of the financial demands of families. These contributions in total average less than one dollar per day when averaged across the year.

General School Contribution	\$100
Technology to support learning	\$40
Library Fund	\$20
PDHPE/Sport (includes access to enriched sporting equipment, activities and events)	\$50

A statement will be provided to families on full enrolment so that these contributions may be paid. If you require financial assistance in meeting these contributions, please contact our school office.

Please note, these contributions do not cover excursions organised by subjects, knock out, zone or higher sports or any camps that may be arranged. This information will be provided separately should it be relevant.



Our Elective course contributions

Elective courses often require the purchase of significant amount of additional materials to allow students to participate in the best possible manner.

Many of these materials are of the type that students can bring projects home to celebrate and enjoy with their families.

Additional stationery may be required for some elective courses. Teachers will advise students at the beginning of each year.

Costs shown reflect the cost of materials and other resources required for successful completion by each student. If you require financial assistance to meet these costs, please contact our school office.

Course

Child Studies	\$40
Commerce	NIL
Computing Technology	\$40
Critical Thinking	NIL
Design and Technology	\$80
Food Technology	\$120
Industrial Technology - Timber	\$100
Japanese	NIL
Music	\$25
Physical Activity and Sports Studies	NIL
Textiles and Design	\$80
Visual Arts	\$50





Our High Performance and Gifted Education (HPGE)

Our students engage with HPGE education in the classroom, in our school, and across NSW. Our school offers a diverse range of opportunities across the 4 domains of potential: creative, intellectual, physical and social-emotional.

Melonba High School also offers a growing range of HPGE initiatives within the school, including:

- Melonba Academy - a dedicated university and industry preparation program. This program is designed to give students an authentic insight into life beyond school — connecting them with universities, industry leaders, and professionals who will share their journeys, challenges, and successes.
- Collaborations with universities, including Macquarie University
- Opportunities to compete in academic competitions such as ICAS
- Public speaking and debating programs
- A diverse range of extracurricular activities and clubs



MELONBA ACADEMY





Our homework

We expect that every student develop a regular routine of home study to:

- Complete tasks that were not able to be finished in class
- Complete work assigned by the teacher to complete at home
- Complete any at home assessments that have been assigned
- Review recent learning completed from the day/week
- Study for tests and assessments
- Engage in further exploration of the topics studied using our Canvas online learning system.

Teachers will at times be very specific about the work they expect to be completed at home. At other times, students are to use the Canvas online learning system as well as any other resources available to them have highereeknight.

In **Years 9 and 10**, we expect that every student will do at least 1.5 hours study each week night.

In **Years 11 and 12**, we expect that every student will do at least 2 hours study each week night.

It is only through establishing and maintaining regular home study habits to supplement school learning that students will prepare themselves to achieve their very best.

Our community

We welcome community participation in our school. Our community includes students, teaching staff, the executive, support staff, parents, interested community members, local businesses and industry.


Our school community is invited to participate through various meetings and school events. The school has an active Community Support Group (CSG) which meets regularly.

We encourage open communication with our parents and carers through a number of channels such as:

 Facebook
<https://www.facebook.com/MelonbaHS>

 Our school website
<https://melonba-h.schools.nsw.gov.au/>

 Sentral Parent Portal
<https://melonba.org/psentral>

 SchoolBytes (Payments & Excursions)
<https://melonba.org/bytes>

- Emails
- Telephone calls
- In person meetings and interviews



Our sports

Sport and physical activity is a vital part of all our health and wellbeing. We not only have PDHPE classes in Year 7 - 10 to give students opportunities to be active and participate, but we also have sports activities in timetabled sessions through the week.

Students are required to bring their full sports uniforms including shoes with them on the days they have PE and Sport. They will change into their sports uniform at the beginning of the PE/Sport session and change back into their regular school uniform at the end of the sports session.

We work closely with the local secondary schools sporting zone to participate in Swimming, Cross Country and Athletics carnivals as well as offer 'Knock Out' sporting competitions in a range of sports when they are available.

Our full policy for student participation in practical sport and PDHPE can be found in the link below:

<https://melonba.org/sportprac>

Our sport houses

We have named our sports houses after significant people in the Dharug nation and have chosen mascots for them that reflect indigenous animals who were important to the Dharug people.



Colebee Kangaroos

Students with surnames A - F

Colebee was a guide who assisted William Cox when he surveyed the road across the Blue Mountains in 1814. He tried to bring about a peaceful resolution to the years of conflict between Europeans and local Aboriginal people along the Hawkesbury, Nepean and Colo rivers, and in the South Creek area.



Lock Lizards

Students with surnames G - M

Maria (Bologaia) Lock was described as an exceptional woman. Sister to Colebee, daughter of Yarramundi. She first married 'Dicky' Son of Bennelong then later married Richard Lock. She became the first Aboriginal woman to be 'granted' land by the Colonial government and acquired significant land holdings throughout her life.



Nurragingy Emus

Students with surnames N - R

Nurragingy was a good friend of Colebee and together they sought to bring a peaceful resolution to the conflict between Aboriginal and European people. He was highly regarded amongst the Aboriginal and European communities.



Yarramundi Yabbies

Students with surnames S - Z

Yarramundi was an Indigenous Australian called by Europeans "the chief of the Richmond Tribe" or "Tribes". He was a member of the Boorooberongal clan of the Dharug people, and was a garadyi or "doctor".



Our student travel

We strongly recommend students travel to and from school by:

1. Walking
2. Riding a pushbike
3. Catching a bus

If walking, it is important that students are aware of the traffic on the roads and use pedestrian crossings when they are available.

If riding a pushbike, students must wear an approved bicycle helmet and follow all rules of the road. Students are not to ride on footpaths unless they are specifically designated for pushbike riding. There are bicycle racks at school for students to secure their bikes.

If catching a bus, students must make sure they are on time to catch the bus in the morning and the afternoon and tap their Opal card when they get on, and get off the bus. Bus timetables can be found through the following link:

<http://busways.com.au/nsw>

Opal cards can be applied for in the link below. School Opal cards are free for students living more than 2km from school. If students live closer than 2km from school, the school Opal Card costs \$55 per term.

<https://melonba.org/bus>

We would like to minimise the amount of students being dropped off and picked up by families in their car, to reduce the traffic on our local roads and to assist our neighbours.



Our school attendance

Good attendance at school matters and we expect students to attend school every day unless they are sick or have unavoidable important family matters.

Attendance will be marked every day and parents will receive a message via the 'Sentral for Parents' App that can be downloaded through:

 App Store (Apple IOS)

 Play Store (Android)

Absences can be explained by parents replying through the Sentral Parent App or through students bringing in a signed note to the School Office on the first day of their return to school.

We expect student attendance to be no less than 95%. This equates to 10 days absent per year. A day here or there doesn't seem like much but:



Our detailed attendance policy can be found in the following link:

<https://melonba.org/attend>



Our student behaviour

We are committed to providing safe, supportive and responsive learning environments for everyone across a range of settings. We teach and model the inclusive and safe behaviours we value in our students

All students have a right to:

- Safety at school
- Access and fully participate in their learning
- Be treated with respect by other students, teachers and school staff
- Respectfully express their views, set goals and self-advocate.

Students are expected to:

Respect

- Treat one another with dignity
- Communicate and behave courteously
- Act and work cooperatively with other students, teachers, and school staff
- Develop positive and respectful relationships
- Value the interests, ability and culture of others
- Respect the learning needs of other students
- Dress appropriately by wearing the agreed school uniform or dress code
- Take care with school property and the property of staff and other students.

Safety

- Model and follow school and class rules and expectations around behaviour and conduct
- Negotiate and peacefully resolve conflict
- Be aware of and take responsibility for how their behaviour and actions impact others
- Care for self and others
- Be safe and help others to make safe choices that do not hurt themselves or others.

Engagement

- Arrive at school and class on time
- Be prepared for every lesson
- Actively participate in learning
- Strive to achieve the highest standards of learning.

We will develop and foster positive relationships and develop strategies to maintain safe and respectful learning environments.

We will not tolerate abusive and threatening behaviour. Offensive language is not acceptable at any time, most particularly toward our teaching and non-teaching staff.

In most cases, students will be warned and given opportunities to modify their behaviour so that it is at an acceptable level.

In serious cases, immediate suspension may be required to give students the opportunity to reflect on their behaviour as well as give the school the opportunity to develop behaviour management strategies and plans.

Our full policy can be found in the link below:

<https://melonba.org/behaviour>



Our Anti-Bullying

Sometimes, people get confused about what is and isn't bullying.

People can think that someone saying something they don't like is bullying – but it's not. Bullying is different from conflict or unkindness.

Bullying is mean, but being mean doesn't always equate to bullying.

Bullying behaviours:

- Are aggressive, unkind or mean behaviours
- Are repeated behaviours (it must happen multiple times, in an ongoing way to be defined as bullying)
- Happen on purpose
- Must have a power imbalance – which means that people bullying and the people being bullied aren't seen as being 'equal', e.g. older, bigger people picking on smaller, younger people, or 'popular' people targeting someone who they see as being 'unpopular', or who is struggling to make friends.

Some other serious types of behaviours, like discrimination, harassment and abuse, can overlap with bullying and are actually against the law.

Bullying is not the same as:

- Being rude – saying or doing something hurtful that wasn't planned or meant to hurt someone, e.g. someone pushing in front of you in the canteen line
- Being mean – doing something hurtful to someone on purpose once or twice, e.g. a friend refusing to play with you one day
- Conflict – having a disagreement with a friend, e.g. two friends getting into an argument and saying mean things to each other
- Respectful feedback on behaviours you're doing that aren't ok, e.g. "It's not ok roll your eyes every time they talk about sport."
- A friend putting in a 'boundary' e.g. "I don't like it when you keep telling me what to do."
- Natural consequences in socialising, e.g. a friend not trusting you because you shared their secret

Types of bullying

Bullying can be direct (happening to your face) or indirect (happening 'behind your back'), and overt (very obvious and observable) or covert (subtle and hard to prove). There are a few different types of bullying, including:

- **Cyberbullying** - stuff like mean texts, emails, posts, images or videos
- **Verbal bullying** – using words to make you feel upset, angry, embarrassed, etc. E.g. teasing, name calling, yelling, etc.
- **Physical bullying** – stuff that hurts or harms your body, e.g. kicking, tripping, hitting. Physical bullying can also include things like damaging your possessions
- **Social bullying** – stuff done to hurt your reputation. It can be verbal, like spreading rumours or playing mean jokes, or non-verbal like pretending not to hear a person when they speak or leaving them out

I'm being bullied - what should I do?

These things can help stop bullying:

- **Stay calm** - don't react emotionally (people who bully usually want you to get angry or upset)
- **Report it** - tell trustworthy adults and keep talking to them until the bullying stops; reporting it helps keep people safe (and isn't the same as 'dobbing' which is about getting someone in trouble over nothing)
- **Get support** - bullying can affect your mental health and self-worth - having the support of family, friends, teachers and/or professionals can make a big difference

Our full policy can be found in the link below:

<https://melonba.org/antibully>



Our frequently asked questions

What do I do if:

I come to school late

If you come to school late, you should have a note from home indicating why you are late. You will need to go to the front office to get your name marked off. You will then receive a note with your arrival time to present to the teacher of your timetabled class. A record of partial attendance will be made on the roll and an SMS sent to your parent/carer advising of the lateness. If you have another reason for coming late, proceed to the Office to discuss your lateness. Parent/carer contact may be made regarding your lateness.

I have to leave school early

You will need to bring a signed note from home indicating why you need to leave early. You will need to present the note to the office staff before school in the morning for processing. At the time that you have to leave, you will be called to the office once your parent/carer arrives to pick you up.

I have been absent from school

If you are sick and cannot attend school, your parent/carer will need to respond either via the Sentral for Parents app that is sent from the school or you will need to bring a note from home upon your return and give this to the School Office.

I will be going on a holiday during the school term

We strongly advise that holidays are taken during School Holiday time only. Your parent/carers will need to notify the front office of your intended leave. They will need to fill in and return the Application for Extended Leave form indicating the duration of your leave, the reason for the leave and the date of return. It is only under exceptional circumstances that holidays during school term time will be approved.

I feel sick at school

If you feel sick at school during class time, please let your teacher know. You may be sent to the office for first aid and depending on your illness, parent contact and arrangements to go home may occur. If you feel unwell during your break times, you will need to present to the office so that a medical assessment, first aid and parent contact be made. Never go straight home and never contact your parent during school time via email or phone. The office staff will make all necessary contacts and assessments of your condition before calling parents/carers.

I can't wear my school uniform

You will need to bring a signed note from home with a reason why you cannot wear your school uniform. This note is to be presented to the Deputy Principal before school to gain a uniform pass. Your teachers may ask you to show them this pass through the course of the day. You will need to ensure that you are back in uniform on the next school day.

I've missed my bus at the end of the day

At the end of the school day, you will need to move quickly to the bus bay. If you miss the bus, don't stress. Let the teacher on bus duty know. Contact will be made with your parent/carer who will coordinate alternate arrangements for you. If you cannot see the teacher on bus duty, report to the office so that the office staff can assist you in contacting your parent regarding your situation.

I forgot my lunch/money

If you have forgotten your lunch or money, see the office for the staff to assist you.

I lost something

Search the area, check your bag and pockets and ask your friends. Retrace your steps as well. Perhaps you left your item in the previous class. If you cannot find your item, make a report to the office regarding your lost property. If an item has been stolen, speak to your class teacher or teacher on playground duty. Do not bring valuables or leave valuables in your bag.

My class teacher has not arrived

Line up quietly outside your classroom. If the teacher has not



arrived, a responsible student should go to the office and inform the office staff.

I can't find my room

Go straight to the office and ask the office staff to help you find your class or help you understand your timetable.

I am having issues with another student

Speak to your Year Adviser, your teacher or a teacher on duty as soon as you can regarding your issues. If the problems or issues are significant or ongoing, ask your parent/carer to contact your Year Adviser or the Head Teacher Welfare.

I feel stressed about school work

Speak to your teacher or your Year Adviser for support or advice.

I have lost my timetable

Speak to your Year Adviser or ask the office staff for assistance. You should have multiple copies of your timetable - in your books, diary and on your person.

I can't hand in an assessment

You will need to submit an Illness Misadventure 7-9 Application Form explaining your reasons for non-submission of the task. You will also need to familiarise yourself with the Assessment Policy for Year 7 to 9. Your parent/carer will need to sign the Illness Misadventure 7 – 9 Application Form. This form and any evidence that you have (e.g. medical certificate) needs to be given to the class teacher of that course/assessment task on your next school day with your completed assessment task.

I miss my assessment due to absence

You will need to submit an Illness Misadventure 7-9 Application Form on the very next day of your return to school explaining your absence/reasons for not being at school on the day of the task. Again, you will need to familiarise yourself with the Assessment Policy Year 7 to 9 so that you know the rules and consequences if you don't provide the necessary documentation. Your parent/carer will need to sign the Illness Misadventure 7 – 9 Application Form. This form and any evidence that you have (e.g. medical certificate) needs to be given to the class teacher of that assessment task on your next school day. Your class teacher will organise an alternate day for you to complete the task.



MELONBA HIGH SCHOOL



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